

## **Hauser Laptop Procedures**

*The purpose of the document is to maximize student learning using the laptops and avoid unnecessary damage to computers.*

### **Procedures for Students**

Students will carry their laptop in the bag, messenger style, to and from all classes.

Any physical damage to the computer must be reported immediately to a teacher or technology staff member. You may email Mrs. Whaley at [whaleye@district96.org](mailto:whaleye@district96.org) or Ms. Tousignant at [tousignantp@district96.org](mailto:tousignantp@district96.org).

Students who carry their computer in the classroom, outside of the bag, must close the screen.

Students are encouraged to sit at a table or desk while using their computer.

Students will leave their computer in their locker or in a teacher designated area during lunch.

Students will store their computer inside the locker room laptop cabinet during P.E. Each student will have a specified shelf in the cabinet.

Students will keep all liquids and foods away from their computer.

Students will shut down their computer before they go home. The computers will be charged nightly at home.

Misplaced computers will be brought to the Technology Office Lab. Students who are missing their laptop should check with Ms. Tousignant in the Technology Office in the library to see if their computer has been found.

### **Before school procedures:**

Students waiting to enter the building must keep their laptop in the bag, carried messenger style. Students may enter the computer lab with their laptop to work or print before school.

### **After school procedures:**

Students will not remove their laptop from their bag while they are traveling to and from school. Students may go to the computer lab after school to work on their laptop or print. When students attend after school events, students will place their laptop in their lockers or the event sponsor will designate a storage location for their laptops.

**Broken Computers:**

Student will bring their damaged computer to the tech office in the computer lab.

Mr. Bettis will evaluate the repairs needed.

A parent contact will be made.

The student will be issued a loaner computer that will be kept at school. The student will not take home the loaner computer.

I agree to care for my computer and store it according to this agreement:

Student signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_